



2024 GUIDELINES FOR ADOPTED NONPROFIT RECIPIENT

On Wednesday, December 13, 2023, the day after the 2024 Adopted Nonprofit recipient is announced, there is a required Welcome Zoom meeting for the organization with the WBC Chair, Vice Chairs, Advisory and Chamber representatives. The purpose is to review best practices to help maximize your organization's success with the opportunity as the Adopted Nonprofit in the coming year. The Zoom meeting is scheduled from 3:00 p.m. – 4:00 p.m.

Committee Meetings:

A representative from the adopted nonprofit will attend the Adopted Nonprofit and Engagement Committee Meetings. The 2024 committee meeting schedule will be provided.

Programs:

Assign two employees or volunteers to staff the raffle table at events. The adopted nonprofit organization will receive two complimentary registrations to the five WBC luncheons and the Adopted Nonprofit end of the year event; other events are excluded including Women of Excellence Awards, Bold in Business and Member-Tinis.

Please forward the names of the two attendees, a minimum of three weeks prior to the event, to Alicia Perez Osur, aperezosur@capitalregionchamber.com.

During welcome remarks, a representative will have the opportunity to speak about your organization for up to two minutes, at each event. Introduce your organization to members by describing your mission, goals, how the money raised will be used; and offer suggestions how members can effectively help your organization.

Fundraising:

The adopted nonprofit organization is responsible for staffing the raffle ticket table and collecting money at each event. The organization will keep the money raised at each event.

Prior to the first event of the year, the organization will need to create 25 tent signs with a QR code for direct donations.

Carefully track the amount raised from each program, fundraiser, WBC donation, etc. At the end of the calendar year, we ask the organization to share a "year in review" summary.

Communications:

Provide a monthly social media post to the Chair/Vice Chair of the Engagement Committee, that may be used by WBC social media channels. Posts can include volunteer opportunities, upcoming events and fundraisers, organization updates, etc.

What you need to provide at each event:

- Staff or volunteers to manage the raffle table
- Money box and credit card machine for raffle ticket sales
- Information/literature about your organization
- Basket or container for sold raffle tickets
- Tent cards for each table with QR code for direct donations to your organization

The Chamber will provide at each event:

- Raffle tickets
- Raffle ticket pricing sign